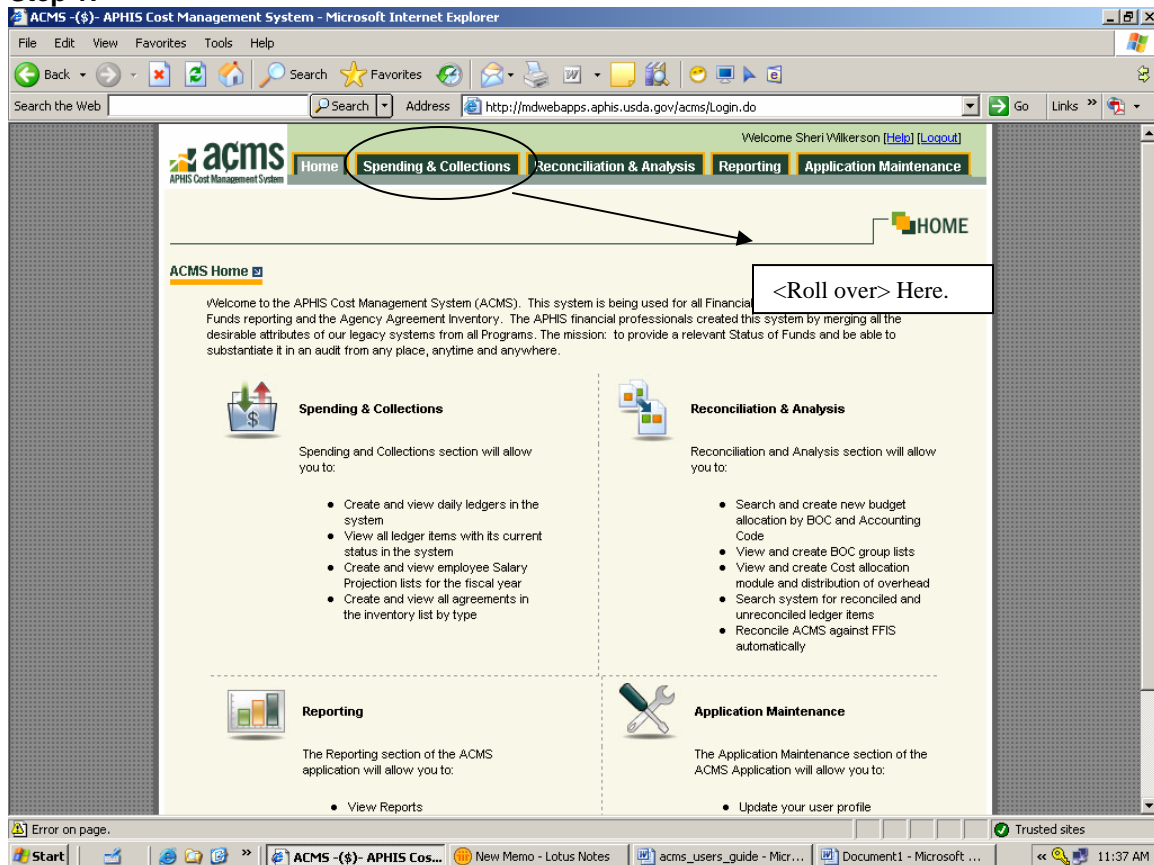


## VIEW LEDGER RECORDS

View Ledger Records provides a facility for users to locate ledger records for viewing and modification. This screen will not give you a detailed report of ledgers. Summary information for ledger records will be available in reports.

Follow the instructions on “**Logging into ACMS**” then follow the instructions below:

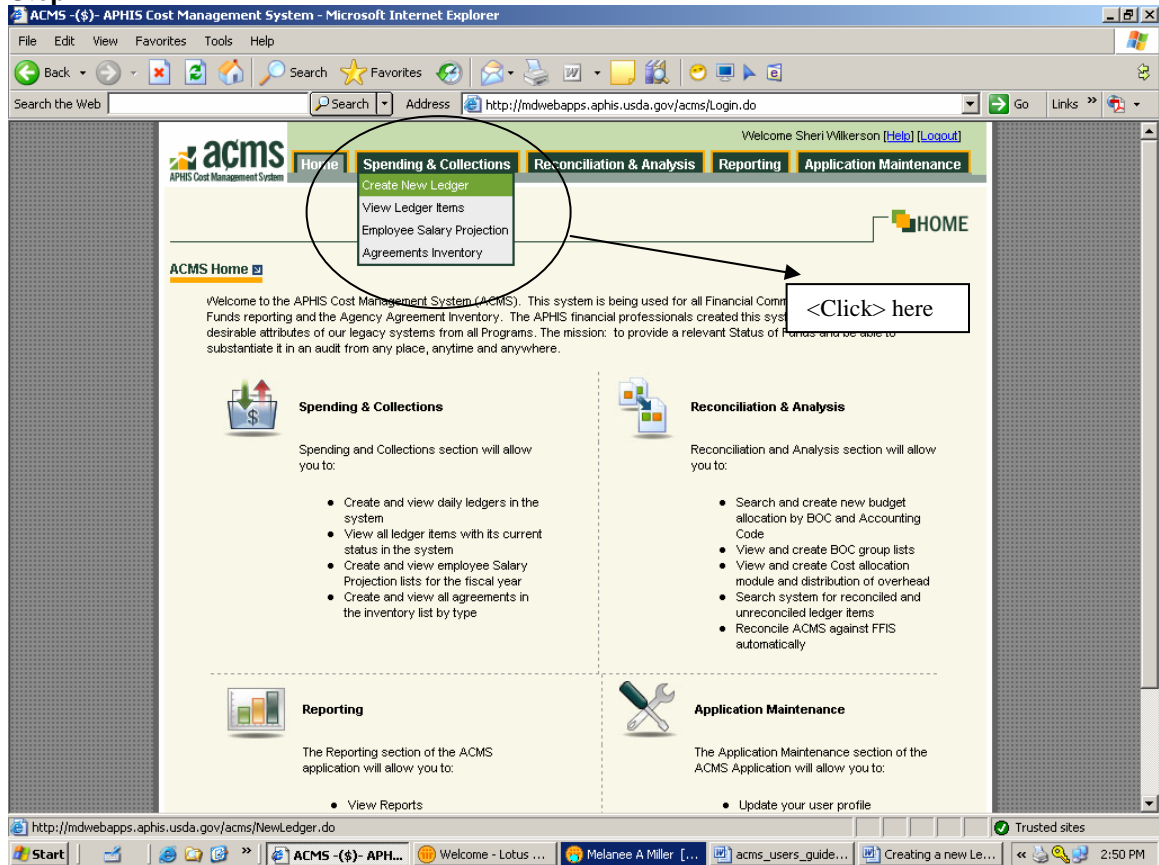
### Step 1:



3. <Roll> over the tab name SPENDING and COLLECTIONS.



### Step 2:



#### 4. <Click> Create View Ledger Items



### Step 3:

ACMS - (\$) - APHIS Cost Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Search the Web

Search

Address

http://mdwebapps.aphis.usda.gov/acms/ListLedger.do

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Spending & Collections

View Ledger Items

The following list displays all ledger items that have been entered into the ACMS system that a user has access to see. To edit a ledger item click the edit icon under the Action field column for that item. You may also delete a ledger item by clicking the delete icon under the Action field column.

Fiscal Year:

2006

Status:

-ALL-

Accounting Code:

BOC:

Record ID:

ORGN:

Vendor Name:

Search

6414 items found. Displaying page 1 of 426.

First

Previous

1

2

3

4

5

6

7































8

9

10

Next

Last

id	Date	FFIS Desc	Vendor Name	Amount	Status	Action
492	2005-10-06	4332KW54312 01		-30983.52	Obligated	 
677	2005-10-27	LAURENE LEVY BRINKMANN INSTR		0.00	Obligated	 
686	2005-10-06	4332KW54433 01		-200000.00	Obligated	 
692	2005-10-21	05-1001-0521-1A		-607613.00	Obligated	 
729	2005-10-07	REP ALLOW, 9/27/05		-100.42	Obligated	 
735	2005-10-27	V001966 CORRECT OBLIGOR ERROR	ABC	-2543.88	Obligated	 
777	2005-10-06	43639554508 01		-99418.90	Obligated	 
787	2005-10-06	43639554155 01		-8339.40	Obligated	 
818	2005-10-21	06/29/05 * 07/17/05		-89.25	Obligated	 
1741	2005-12-01	S Greiner PCMS	Poudre Valley Hospital	17.10	Committed	  
1745	2005-11-30	PITNEY BOWES	STANDARD	292.00	Committed	  
1754	2005-12-01	sample	test	200.00	Committed	  
1762	2005-12-01	10/11/05-10/22/05	Torres	736.00	Committed	  

Start

ACMS - (\$) - APHIS Cos...

Welcome - Lotus Notes

acms\_users\_guide - Mi...

Viewing Ledger Items - Mi...

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4:49 PM

3. The View Ledger Items screen allows you to view any ledgers that have been entered into the system. This screen also allows you to **Create** a new ledger, **Edit** any current ledgers, **Duplicate** ledgers and **Delete** ledgers.



### Step 4:

ACMS - (\$) - APHIS Cost Management System - Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Wordpad Explorer Address Bar http://mdwebapps.aphis.usda.gov/acms/ListLedger.do Go Links

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Spending & Collections































View Ledger Items

The following list displays all ledger items that have been entered into the system. You may also delete a ledger item by clicking the delete icon under the Action field column.

Fiscal Year: 2006 States: -ALL- Accounting Code: BOC: Record ID: ORGN: Vendor Name: Search

6414 items found. Displaying page 1 of 426.

First Previous 1 2 3 4 5 6 7 8 9 10 Next Last

id	Date	FFIS Desc	Vendor Name	Amount	Status	Action
492	2005-10-06	4332KW/54312 01		-30983.52	Obligated	 
677	2005-10-27	LAURENE LEVY BRINKMANN INSTR		0.00	Obligated	 
686	2005-10-06	4332KW/54433 01		-200000.00	Obligated	 
692	2005-10-21	05-1001-0521-1A		-607613.00	Obligated	 
729	2005-10-07	REP ALLOW, 9/27/05		-100.42	Obligated	 
735	2005-10-27	V001966 CORRECT OBLIGOR ERROR	ABC	-2543.88	Obligated	 
777	2005-10-06	43639554508 01		-99418.90	Obligated	 
787	2005-10-06	43639554155 01		-8339.40	Obligated	 
818	2005-10-21	06/29/05 * 07/17/05		-89.25	Obligated	 
1741	2005-12-01	S Greiner PCMS	Poudre Valley Hospital	17.10	Committed	  
1745	2005-11-30	PITNEY BOWES	STANDARD	292.00	Committed	  
1754	2005-12-01	sample	test	200.00	Committed	  
1762	2005-12-01	10/11/05-10/22/05	Torres	736.00	Committed	  

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Start ACMS - (\$) - APHIS Cos... Welcome - Lotus Notes acms\_users\_guide - M... Viewing Ledger Items - M... 4:49 PM

4. **<Select>** the Fiscal Year from the drop down box that you would like to view ledger items.



## Step 5:

ACMS - (\$) - APHIS Cost Management System - Microsoft Internet Explorer

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Reports: Status of Funds | Strategic Funds | Allocations | Employees | Agreements

Spending & Collections

View Ledger Items

The following list displays all ledger items that have been entered into the ACMS system that a user has access to see. To edit a ledger item click the edit icon under the Action field column for that item. You may also delete a ledger item by clicking the delete icon under the Action field column.

Fiscal Year: 2006 Status: -ALL- Accounting Code: BOC: Vendor Name: Search

Record ID: ORNT: Planned Committed System Committed Estimated Obligated

Displaying page 1 of 428.

ID	Date	FFIS Desc	Vendor Name	Amount	Status	Action
492	2005-10-06	4332KW54312 01		-30983.52	Obligated	[Edit] [Delete]
677	2005-10-27	LAURENE LEVY BRINKMANN INSTR		0.00	Obligated	[Edit] [Delete]
686	2005-10-06	4332KW54433 01		-200000.00	Obligated	[Edit] [Delete]
692	2005-10-21	05-1001-0521-1A		-607613.00	Obligated	[Edit] [Delete]
729	2005-10-07	REP ALLOW, 9/27/05		-100.42	Obligated	[Edit] [Delete]
735	2005-10-27	V001966 CORRECT OBLIGOR ERROR	ABC	-2543.88	Obligated	[Edit] [Delete]
777	2005-10-06	43639554508 01		-99418.90	Obligated	[Edit] [Delete]
787	2005-10-06	43639554155 01		-8339.40	Obligated	[Edit] [Delete]
818	2005-10-21	06/29/05 * 07/17/05		-89.25	Obligated	[Edit] [Delete]
1741	2005-12-01	S Greiner PCMS	Poudre Valley Hospital	17.10	Committed	[Edit] [Delete]
1745	2005-11-30	PITNEY BOWES	STANDARD	292.00	Committed	[Edit] [Delete]
1754	2005-12-01	sample	test	200.00	Committed	[Edit] [Delete]
1762	2005-12-01	10/11/05-10/22/05	Torres	736.00	Committed	[Edit] [Delete]

5. <Select> the Status from the drop down box that you would like to view ledger items.

**Planned:** A transaction that is planned for the future but not yet spent or ordered.

**Committed:** A transaction that has been ordered, requested from source and items that the paperwork is in the mail but not yet in the accounting system (FFIS).

**Estimated:** A system generated ledger record. **Example:** EMRS daily travel estimate

**System Committed:** This status indicates a commitment record from FFIS that will be later liquidated and obligated like in the Integrated Acquisition System (IAS).

**Obligated:** Records that have been reconciled with FDW.



## Step 6:

ACMS - (\$) - APHIS Cost Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Search Back Forward Stop Reload Home Favorites Search Address http://mdwebapps.aphis.usda.gov/acms/ListLedger.do Go Links

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Spending & Collections

View Ledger Items

The following list displays all ledger items that have been entered into the ACMS system that a user has access to see. To edit a ledger item click the edit icon under the Action field column for that item. You may also delete a ledger item by clicking the delete icon under the Action field column.

Fiscal Year: 2006 Status: -ALL- Accounting Code: BOC: Record ID: ORGN: Vendor Name: Search

6414 items found. Displaying page 1 of 428

id	Date	FFS Desc	Vendor Name	Amount	Status	Action
492	2005-10-06	4332KW54312 01		-30983.52	Obligated	
677	2005-10-27	LAURENE LEVY BRINKMANN INSTR		0.00	Obligated	
686	2005-10-06	4332KW54433 01		-200000.00	Obligated	
692	2005-10-21	05-1001-0521-1A		-607613.00	Obligated	
729	2005-10-07	REP ALLOW, 9/27/05		-100.42	Obligated	
735	2005-10-27	V001966 CORRECT OBLIGOR ERROR	ABC	-2543.88	Obligated	
777	2005-10-06	43639554508 01		-99418.90	Obligated	
787	2005-10-06	43639554155 01		-8339.40	Obligated	
818	2005-10-21	06/29/05 * 07/17/05		-89.25	Obligated	
1741	2005-12-01	S Greiner PCMS	Poudre Valley Hospital	17.10	Committed	
1745	2005-11-30	PITNEY BOWES	STANDARD	292.00	Committed	
1754	2005-12-01	sample	test	200.00	Committed	
1762	2005-12-01	10/11/05-10/22/05	Torres	736.00	Committed	

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6. <Type> All or individual ones below:

**Accounting Code:** The 10 digit number made up of the 1 digit Budget Fiscal Year and 9 digit program code. Program code is a 9 digit code made up of 2 digits appropriation, 1 digit division, 4 digits organization, which includes division, and 3 digit reporting category. **Example:** 523405030

**BOC:** The BOC code that has been assigned to this ledger line item.  
<http://dab.nfc.usda.gov/pubs/docs/bocc/bocc.pdf>

**Record ID:**  
 This lists the ID numbers that are automatically generated for each ledger item.

**ORGN:** Is the middle four digits of a specific program code, and always corresponds to a program code.

**Vendor Name:**  
 Enter the vendor name for this transaction.



## Step 7:

ACMS - (\$) - APHIS Cost Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Search Back Forward Stop Reload Home Favorites Search Address http://mdwebapps.aphis.usda.gov/acms/ListLedger.do Go Links

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View Ledger Items

The following list displays all ledger items that have been entered into the ACMS system that a user has access to see. To edit a ledger item click the edit icon under the Action field column for that item. You may also delete a ledger item by clicking the delete icon under the Action field column.

Fiscal Year: 2006 Status: -ALL- Accounting Code: BOC: Record ID: ORGN: 3403 Vendor Name: Search

6414 items found. Displaying page 1 of 426.

First Previous 1 2 3 4 5 6 7 8 9 10 Next Last

id	Date	FFIS Desc	Vendor Name	Amount	Status	Action
492	2005-10-06	4332KW54312 01		-30983.52	Obligated	 
677	2005-10-27	LAURENE LEVY BRINKMANN INSTR		0.00	Obligated	 
686	2005-10-06	4332KW54433 01		-200000.00	Obligated	 
692	2005-10-21	05-1001-0521-1A		-607613.00	Obligated	 
729	2005-10-07	REP ALLOW, 9/27/05		-100.42	Obligated	 
735	2005-10-27	V001966 CORRECT OBLIGOR ERROR	ABC	-2543.88	Obligated	 
777	2005-10-06	43639554508 01		-99418.90	Obligated	 
787	2005-10-06	43639554155 01		-8339.40	Obligated	 
818	2005-10-21	06/29/05 * 07/17/05		-89.25	Obligated	 
1741	2005-12-01	S Greiner PCMS	Poudre Valley Hospital	17.10	Committed	  
1745	2005-11-30	PITNEY BOWES	STANDARD	292.00	Committed	  
1754	2005-12-01	sample	test	200.00	Committed	  
1762	2005-12-01	10/11/05-10/22/05	Torres	736.00	Committed	  

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7. Then <Click> Search.



## Step 8:

ACMS - (\$) - APHIS Cost Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Search Back Forward Stop Reload Home Favorites Search Address http://mdwebapps.aphis.usda.gov/acms/ListLedger.do Go Links

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View Ledger Items

The following list displays all ledger items that have been entered into the ACMS system that a user has access to see. To edit a ledger item click the edit icon under the Action field column for that item. You may also delete a ledger item by clicking the delete icon under the Action field column.

Fiscal Year: 2006 Status: -ALL- Accounting Code: BOC: Record ID: ORGN: 3403 Vendor Name: Search

28 items found. Displaying page 1 of 2.

First Previous 1 2 Next Last

id	Date	FFIS Desc	Vendor Name	Amount	Status	Action
103455	2005-10-13	wilkerson	wilkerson	2900.00	Estimated	[Edit] [Duplicate]
103515	2005-10-27	wilkerson	wilkerson	2900.00	Estimated	[Edit] [Duplicate]
103520	2005-11-10	wilkerson	wilkerson	2900.00	Estimated	[Edit] [Duplicate]
103525	2005-11-24	wilkerson	wilkerson	2900.00	Estimated	[Edit] [Duplicate]
103530	2005-12-08	wilkerson	wilkerson	2900.00	Estimated	[Edit] [Duplicate]
103535	2005-12-22	wilkerson	wilkerson	2900.00	Estimated	[Edit] [Duplicate]
103540	2006-01-05	wilkerson	wilkerson	2900.00	Estimated	[Edit] [Duplicate]
103545	2006-01-19	wilkerson	wilkerson	2900.00	Estimated	[Edit] [Duplicate]
103550	2006-02-02	wilkerson	wilkerson	2900.00	Estimated	[Edit] [Duplicate]
103555	2006-02-16	wilkerson	wilkerson	2900.00	Estimated	[Edit] [Duplicate]
103560	2006-03-02	wilkerson	wilkerson	2900.00	Estimated	[Edit] [Duplicate]
103565	2006-03-16	wilkerson	wilkerson	2900.00	Estimated	[Edit] [Duplicate]
103570	2006-03-30	wilkerson	wilkerson	2900.00	Estimated	[Edit] [Duplicate]

Done Trusted sites







8. This gives you the view you requested your search for in ACMS. To edit a Ledger, **<click>** the **Edit** icon next to the ledger. To duplicate the Ledger, **<click>** the **Duplicate** icon next to the ledger.


- Users can edit any Ledger Record by clicking the “Edit” icon.
- The screen may look slightly different depending on the Status of Ledger Record.
- Obligated, System Committed, and Estimated records have fewer editable fields since data has either been generated from another system, or reconciled with FDW.
- Obligated records have a “Reconciliation History” section at the bottom with details on user and date reconciled, as well as FDW document number.



## DUPLICATING LEDGER RECORDS

- Users can duplicate Ledger Records and create a new record from existing Ledger Record data.
- Click on “Duplicate Entry” Icon on “Action” column for Ledger Record you wish to duplicate.
- Will display “Create” screen with duplicated data.
- Change desired data and click “Save”

ID ^	Date -	FFIS Ref Info -	Vendor Name -	Amount -	Status -	Action
492	2005-10-06	4332KW54312 01		-30,983.52	Obligated	
677	2005-10-27	LAURENE LEVY BRINKMANN INSTR		0.00	Obligated	
686	2005-10-06	4332KW54433 01		-200,000.00	Obligated	
692	2005-10-21	05-1001-0521-IA		-607,613.00	Obligated	
729	2005-10-07	REP ALLOW, 9/27/05		-100.42	Planned	
735	2005-10-27	V001966 CORRECT OBLIGOR ERROR	ABC	-2,543.88	Obligated	

 Duplicate Icons